

**TENDER BRIEFING FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO ASSIST THE NATIONAL ENERGY REGULATOR WITH THE
PRODUCTION OF CORPORATE PUBLICATIONS FOR A PERIOD OF
THREE (3) YEARS**



**WEDNESDAY, 14 OCTOBER 2020
10:00 – 11:00**

AGENDA

1. Opening and Welcome

2. Attendees

- 2.1 Zodwa Nkosi (Supply Chain Manager) Chairperson
- 2.2 Charles Hlebela (HOD: CSM)
- 2.3 Wanda Langenhoven (PR and Marketing)
- 2.4 David Mashiane (Legal Advisor)
- 2.5 Tebogo Williams (Supply Chain Officer)
- 2.6 Bidders as per the attendance register

3. Tender Procedure

- 3.1 Bid Information
- 3.2 Evaluation Criteria
- 3.3 Enterprise and Supplier Development

4. Bid Technical/Functionality Information

- 4.1 Terms of Reference
- 4.2 Evaluation Criteria

5. Questions and Answers

RULES FOR VIRTUAL MEETING

- Keep your video camera off at all times during the meeting;
- Please use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the participant is allowed to speak. This is to ensure that there is no audio feedback, which makes it difficult for the other meeting participants to hear the person who is speaking;
- Participants are discouraged from connecting into two devices as this also gives bad audio feedback;
- To get the attention of the presiding officer (Chairperson), you must raise your hand and once permitted to speak unmute your mic and mute at the end of your input;
- Immediately after you have made your input, always ensure that your hand is lowered to avoid a lingering hand thus confusing the presiding officer (Chairperson);
- During the time that you are speaking avoid making irrelevant comments, be precise and to the point in order to save time;
- Ensure that you have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable;

The use of the chat room

- The chat room should be used to communicate a message to the Chairperson of the meeting about any matter pertaining to the meeting;
- Private chats should be kept private in the chat room and not be visible to other participants; and any comment/statement made in the chat room may constitute the official record of the meeting.

TENDER PROCEDURES





BID INFORMATION

DESCRIPTION	BID FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE NATIONAL ENERGY REGULATOR WITH THE PRODUCTION OF CORPORATE PUBLICATIONS FOR A PERIOD OF THREE (3) YEARS
BID AVAILABILITY	<ul style="list-style-type: none"> ✓ Bid may be downloaded directly from Government Bulletin, NERSA website ✓ OR e-Tender Publication Portal at www.etenders.gov.za free of charge.
COMPULSORY BRIEFING SESSION	<ul style="list-style-type: none"> ✓ A Virtual non-compulsory briefing ✓ Closing date for enquiries: 15 October 2020 @12:00 ✓ Only emails are allowed ✓ Minutes will be email on: 16 October 2020
BID SUBMISSION	<ul style="list-style-type: none"> ✓ 11:00 am (Telkom Time) on Thursday, 22 October 2020- to be extended till 5 November 2020 Strict Rule ✓ Bidders must ensure that bids are delivered timeously to the correct address. ✓ As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration. ✓ NERSA's building is open 24/7 (Monday to Friday) – Security will be at Reception ✓ Observe strict rules on NERSA COVID-19 Protocols: No mask, No entry & 1.5 meter Social Distancing
VALIDITY PERIOD	90 Business Days from Closing Date.
CLARIFICATION POST BRIEFING SESSION	<ul style="list-style-type: none"> ✓ Queries relating to the Bid should be submitted to SCM@nersa.org.za in writing. ✓ In the interest of fairness and transparency NERSA's response will be shared to all attendees of the compulsory briefing.

BID INFORMATION

<p>LIST OF RETURNABLE DOCUMENTS</p>	<ul style="list-style-type: none"> ❑ All SCM forms completed and signed (e.g. declaration of interest, declaration of local content, past supply chain practices,) ✓ BBB-EE Certificate, Sworn Affidavit for EMEs ✓ CSD registration summary report ✓ SARS Tax Compliance unique PIN ✓ Technical proposal/financial proposal
<p>SUBMISSION OF BID REQUIREMENTS</p>	<ul style="list-style-type: none"> ✓ One (1) original of the bid document plus one (1) CD or memory stick that contains the duplicate of the original submission . ✓ The original bid document must be fully completed and/or signed in ink and thereafter duplicate the original in the Memory stick with all its attachments. ✓ NB: Bidder(s) will be disqualified for failing to submit the original plus one (1) CD/memory stick. Failure to include all attachments in the CD/memory stick will result in automatic disqualification. Bidder(s) will also be disqualified for submitting a blank CD/memory stick. ✓ In addition, Bidders must submit a CD/memory stick sealed in a closed envelope for submission. ✓ The financial proposal should be submitted separately in a sealed envelope

EVALUATION CRITERIA

Stage 1 Prequalification	Stage 2 Compliance Check	Stage 3 Technical/ Functionality	Stage 4 Price and BBB-EE	Stage 5 Negotiation & Award
 <ul style="list-style-type: none"> • BBB-EE Level 1 to 3 OR • Improvement Plan 	 <ul style="list-style-type: none"> • Completed SCM forms 	 <ul style="list-style-type: none"> • 60% Minimum threshold required 	<ul style="list-style-type: none"> • Price 80 • BBBEE 20 • Final score out of 100 	 <p>Final recommendation/award</p>

EVALUATION CRITERIA

(Page 14 and 15 of bid document)

CRITERIA	WEIGHTINGS
The prospective bidder should submit a list as proof of similar projects undertaken with contactable references	30
Understanding of the requirements	20
Providing deliverables as per paragraph 6.2	30
Project Team Qualification and Competency	20
Total weightings	100
MINIMUM QUALIFYING SCORE	60%

EVALUATION CRITERIA (Page 17-18 bid document)

- Bidders must ensure that they submit the following information:**
 - ✓ Submit the signed standard bid documents.
 - ✓ Provide a detailed proposal to deliver Corporate promotional materials
 - ✓ Provide qualifications of team members and collective experience
 - ✓ Provide a track record of similar projects undertaken with contactable references.
 - ✓ Proposal must be in line with the list of promotional material indicated on Page 56 to 60
 - ✓ Complete and submit the pricing schedule in the prescribed format on page 56 of the bid document .

Bid Technical /Functionality Information

BACKGROUND

The mandate and objective of the Communication and Stakeholder Management Department (CSM) is to position and promote the image of NERSA. Corporate publications are very powerful tools of communication to creating awareness and a positive image of NERSA as a brand, as well as the services NERSA provide to the energy industry.

The production of publications will assist NERSA to achieve its mandate and objectives. CSM uses the publications as a strategy to achieve the mandate and objectives of NERSA, in order to:

- keep all stakeholders (internally and externally) informed about NERSA's activities;
- enhance stakeholders' understanding of NERSA's operations, departments and divisions;
- engage major policy changes, change management, new activities, new products, and NERSA benefits.

SCOPE OF WORK

(Page 15 & 16 of bid document)

The Service Provider will be expected to assist with the writing, editing, proof reading and production (which include layout, design, and printing) as well as the **quality control** of the following two publications:

- ☑ NERSA News, a quarterly newsletter, covering topical organisational and industry matters.
- ☑ Annual Report – which is submitted to the Minister of Mineral Resources and Energy for tabling in Parliament annually.

SCOPE OF WORK (2)

(Page 15 & 16 of bid document)

The Service Provider will also be expected to provide the production (which include layout, design and printing) as well as the quality control of the following publications/material:

- ☑ Joint NERSA Strategic Plan and Annual Performance Plan
- ☑ Municipal Approved Electricity Tariffs
- ☑ Electricity Supply Statistics
- ☑ Customer education pamphlets/brochures
- ☑ Ad Hoc publications (pamphlets, brochures, flyers, posters and bulletins)
- ☑ Corporate stationery (envelopes, business cards, complimentary slips, folders, cards for all occasions)
- ☑ Corporate diaries, desk pads and calendars images of the specific industries regulated by NERSA

SCOPE OF WORK (3)

(Page 15 & 16 of bid document)

The Service Provider will be expected to undertake the following activities:

- ☑ Liaise closely with the NERSA Team (CSM - Communication & Stakeholder Management Department) - briefing session before printing or production;
- ☑ Production (this includes conceptualisation, writing (when required), proof reading/quality control (not language editing), layout, design, printing and scanning of photographs as well as providing all relevant illustrative material) of required corporate publications;
- ☑ Providing proofs of relevant publications as required;
- ☑ Applying unlimited corrections/amendments as required by NERSA;
- ☑ Printing of publications;
- ☑ Providing electronic copy for the Website;
- ☑ Providing electronic/open files of laid out materials;
- ☑ Delivering final products to NERSA's premises in Pretoria (quantities will be decided on by NERSA); and
- ☑ Undertake all the above-mentioned activities in consultation with NERSA.

The time frames for the production of the above corporate publications will be provided by NERSA

THANK YOU

QUESTIONS & ANSWERS

Website: www.nersa.org.za
Tel: 012 401 4600
Fax: 012 401 4700
Email: info@nersa.org.za

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